

Bid Document

Bid Details	
Bid End Date/Time	14-05-2022 16:00:00
Bid Opening Date/Time	14-05-2022 16:30:00
Bid Offer Validity (From End Date)	80 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Economic Affairs
Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name	Janpath
Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	2 Lakh (s)
Years of Past Experience Required for same/similar service	1 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	3 Days
Evaluation Method	Total value wise evaluation

EMD Detail

<input type="checkbox"/> Required	<input type="checkbox"/> No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:PLEASE REFER ATC

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:PLEASE REFER ATC

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:PLEASE REFER ATC

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:PLEASE REFER ATC

Number of XX fulltime CA's required and YY professional audit staff:PLEASE REFER ATC

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Year of establishment of the Audit firm/Limited Liability Partnership Firm. 10 Years 1 Point for each year. Cutoff date shall be 31.03.2022.	10	07	View File
No. of Partners in the Firms/LLP Firm who with the Firm for a minimum period of year as on date of application. a) Four (4) points for each Partner who is ACA/ACMA. b) Five (5) points for each Partner who is FCA/FCMA.	20	14	View File
No. of Qualified Assistants (Chartered/Cost accountants) employed with the firm. a) FCA/FCMA 03 per person b) ACA/ ACMA 2 per person	15	10.5	View File
Experience of the Firm in Organization working on SAP ERP Platform as Statutory /Internal Auditor (Experience in 2021-22 not to be considered). 3 (Three) per year of Audit (fraction of the year to be ignored).	15	10.5	View File
Experience of the firm in internal audit of Central / State PSU (Audits of 2021-22 not to be considered) Mini-ratna and above 5 (Five) per audit and other PSUs 2 per audit.	20	14	View File
Turnover of the internal audit clients during F.Y. 18-19, 19-20 & 20-21. Please find enclosed	20	14	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):30:70

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm (24)

Technical Specifications

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit

Specification	Values
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Compliance with law & regulations
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
Addon(s)	
Post Financial Audit Support	NA

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Number of months for which Audit Services are required	Additional Requirement
1	Ashok Ramdas Varma	422101,Currency Note Press, Nashik Road Nashik , Maharashtra	12	N/A
2	Biplab Basak	422101,India Security Press, Nashik Road Nashik , Maharashtra	12	N/A

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Technical Specifications

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
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Specification	Values
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Compliance with law & regulations
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
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Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm (24)

Technical Specifications

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Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
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Specification	Values
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Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
Addon(s)	
Post Financial Audit Support	NA

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Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit

Specification	Values
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Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
Addon(s)	
Post Financial Audit Support	NA

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Buyer Added Bid Specific Terms and Conditions

1. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

2. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

3. Generic

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

4. Generic

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

MINIMUM ELIGIBILITY CRITERIA

01. Experience and past performance:

The bidder should have experience of having successfully completed similar kind of services for the value at least of Rs. 1,68,000/- in any one of the last five years ending on 31.03.2021.

02. Capacity and Capability:

The bidder must have capability to provide the relevant services. The same will be assessed as per selection criteria mentioned under QCBS clause.

03. Financial Standing:

(a) Average Annual Turnover of the Bidder firm during last three years i.e. 2018-2019, 2019-2020 & 2020-2021 should be more than Rs. 1,68,000/-.

(b) Bidder firm should not have suffered any financial loss for more than one year during the last three financial years i.e. 2018-2019, 2019-2020 & 2020-2021.

(c) The net worth of the firm should not have eroded by more than 30% in the last three financial years i.e. 2018-2019, 2019-2020 & 2020-2021.

4) Duly Signed and Stamped Acceptance to Buyer Added Bid Specific Terms and Conditions (All Clauses).

5) Duly Signed and Stamped Acceptance to Scope of Work uploaded by the buyer.

Note -

i) In support of above clause no. (1) the bidders should strictly produce copies of purchase orders, experience certificates, Job completion certificates of customer as a documentary evidence.

ii) In support of above clause no. (3) the bidders should produce copies of Chartered Accountant / Cost Accountant Certified financial documents such as Profit and Loss statement, Balance Sheets for the last three financial years as mentioned above.

iii) Contract will be placed by Currency Note Press on behalf of Currency Note Press and India Security Press. However, Payment will be made by Currency Note Press and India Security Press separately.

6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---